



KENTUCKY BOARD OF HOME INSPECTORS

P.O. Box 1360, Frankfort, Kentucky 40602 or
911 Leawood Drive, Frankfort, Kentucky 40601
(502) 564-3296
<http://bhi.ky.gov>
KBHI-2

LICENSE RENEWAL APPLICATION

FOR OFFICE USE ONLY	
License Fee:	
Date Fee Paid:	
License Number:	
Date License Issued:	
License Obtained by:	

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. All supporting material must be submitted with the Two Hundred Fifty Dollars (\$250.00) renewal fee per licensure year. This fee is nonrefundable and must be paid by check or money order, made payable to the **Kentucky State Treasurer. WE DO NOT ACCEPT CREDIT CARDS OR CASH.**
3. Reference and comply with KRS 198B.722 and 815 KAR 6:010, Section 5.
4. Photo required – passport quality, color, 2-inch x 2-inch. Do *not* staple or adhere to the application.
5. This completed application may be submitted to the Kentucky Board of Home Inspectors either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601. This application must be post-marked or hand-delivered on or before the expiration date of the license.
6. If the renewal application is postmarked after the last day of the licensee's renewal month and within the 60-day grace period, you must submit a Two Hundred Fifty Dollars (\$250.00) penalty fee to renew your license.

RENEWAL TYPE:

- ☐ Standard License Renewal
☐ Inactive License Renewal

APPLICANT INFORMATION

Last Name	First Name	MI	Social Security Number
Current Address		Date of Birth	
City	County	State	Zip Code
Business Name			
Business Address	City	State	Zip Code
Work Phone Number	Home Phone Number	Cell Phone Number	
Email Address		License Number	

In the last 5 years, have you lived in any state other than Kentucky? Yes or No



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CONTINUING EDUCATION

Each licensee shall obtain a minimum of 14 hours per year, or 28 hours for a two year licensure renewal, including the following:

1. Three (3) hours of manufactured housing (per 2-year license cycle) required in person, *not* online.
2. Three (3) hours of Kentucky laws and regulations (per 2-year license cycle) required in person, *not* online.
3. Three (3) hours of report writing (per 2-year license cycle) required in person, *not* online.
4. Other Board-approved courses, as needed, to fulfill the required amount of education hours for your licensure period.

Please list your continuing education hours obtained below.

You **MUST** submit copies of your certificates of completion with your application.

Course Name	Provider Name and Number	Dates of course	Hours Earned

Total CE hours earned within the licensure period: _____

CERTIFICATE OF INSURANCE - Attach an original or copy of the certificate of insurance.

Insurance Provider	
Telephone Number	Policy Number

OTHER STATE LICENSURE / CERTIFICATION / REGISTRATION / PERMIT

Do you now hold, or have you ever held, a license / certificate / registration or permit to practice or perform any regulated profession by any state or local licensing board? ☐ Yes ☐ No.

If yes, please list all state or local licenses below in which you have held or hold a license/certification/registration/or permit in any state or local regulated profession.

Type of License/Certificate/Registration/Permit	State/Local	License #	Date Issued	Status
Type of License/Certificate/Registration/Permit	State/Local	License #	Date Issued	Status
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1. Has disciplinary action been taken regarding any license, registration, certificate or permit that you hold or have held?

☐ Yes ☐ No.

2. Have you ever been convicted of, plead guilty under the Alford plea or nolo contendere to any misdemeanor or felony?

☐ Yes ☐ No.

If yes to either question above, please provide a detailed explanation on a separate sheet.

STANDARDS OF PRACTICE

☐ I will use the most current edition of the selected standard of practice to perform home inspections.

☐ American Society of Home Inspectors (ASHI)

☐ National Association of Home Inspectors (NAHI)

☐ Inter National Association of Certified Home Inspectors (InterNACHI)

HOME INSPECTION REPORT

A complete home inspection report that has been performed within the last twelve (12) months is required.

☐ I have attached a copy of a complete home inspection report for the client listed below:

Client Name	Property Address	Client Phone Number	Date of Inspection

REQUIRED SUPPORTING MATERIAL

- Copies of completion certificates from board approved continuing education course providers.
- Certificate of Insurance which documents liability coverage of at least Two Hundred Fifty Thousand Dollars (\$250,000), and lists the certificate holder as the Kentucky Board of Home Inspectors, 911 Leawood Drive Frankfort, KY 40601.
- Kentucky State Police Background check:
 - Current Kentucky residents must submit a recent Kentucky State Police Background check.
 - Out-of-state residents must submit a criminal background check from the state in which you live **AND** a recent Kentucky State Police Background check.
 - All applicants must submit a background check from each state where you have resided in the past 5 years **AND** a recent Kentucky State Police Background check.
- Photo required – passport quality, color, 2-inch x 2-inch. Do *not* staple or adhere to the application.
- Copy of a complete home inspection report that has been performed within the last twelve (12) months.

APPLICANT AFFIRMATION

____ (Initial) I am not in default of any student loans backed by the Kentucky Higher Education Assistance Authority (KHEAA). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Home Inspector license at this time.

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete and correct. That all required documentation is attached. I further authorize the Kentucky Board of Home Inspectors to investigate and confirm the information submitted in this application.

Signature of Applicant

Date



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